

**United States Embassy**  
**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.**

For non-Japanese, non-EFM applicant, please submit a copy of proof of residence status allowing employment without employer sponsorship.

**OPEN TO:** All Interested Candidates  
**POSITION:** Secretary, FSN-5, FP-9 (position number A71022)  
**OPENING DATE:** June 9, 2004  
**CLOSING DATE:** June 25, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: FP-9 US\$24,075 p.a. (Starting salary)  
(Position Grade: FP-9 is confirmed by Washington)  
\*Ordinarily Resident: FSN-5 ¥4,788,899 p.a. (Starting salary)

**Note:**

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Smith at 03-3224-5640.
- Applications must be received by close of business June 25, 2004.

The U.S. Embassy in Tokyo is seeking an individual for the position of secretary in the Cultural Affairs section.

**BASIC FUNCTION OF POSITION**

The Secretary (Cultural Affairs/Exchanges) provides administrative support for the Exchanges Office of the Cultural Section, and serves as secretary and personal assistant to the Assistant Cultural Affairs Officer (ACAO) for Exchanges. As a member of a four-person exchanges team headed by the ACAO, he/she handles administrative details and logistical arrangements for a full range of U.S. government and other exchange programs, including the International Visitor Leadership Program, Voluntary Visitor Program, Mansfield Fellowships, Eisenhower Fellowships, National Personnel Authority Fellows Program, and others. Responsibilities also include preparing correspondence in English and Japanese, maintaining files, preparing and tracking budgets and vouchers, organizing representational events, interfacing with exchange organizations and other contacts, translating between English and Japanese as required, and backing up other administrative staff in the Cultural Section.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: U.S. High school diploma or host country equivalency is required.
2. Prior Work Experience: Three years to five years work experience in an American Office environment is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. Knowledge: General knowledge of the political, economic, social, cultural, and educational environments in the U.S. and Japan is required. Familiarity with basic office routine is required.
5. Skills and Abilities: Typing ability of 60 wpm; basic email, internet, spreadsheet, merge, and other computer skills; highly precise proofreading skills in English and Japanese; proven ability to work as part of a team and deal with high-level Japanese and English-speaking contacts, callers and visitors is required
6. Post Entry Training: Computer training; orientation to Embassy travel and financial regulations and document formats is required.

## **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

## **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service

member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;  
--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and  
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 25, 2005**  
**An Equal Opportunity Employer**